



# CITY OF TORRANCE

You have successfully completed the examination process and are now eligible for employment with the City of Torrance.

As a condition of employment, candidates must pass a background check. You are now required to complete a Report of Convictions supplement if you have not done so already. A conviction record is not an automatic bar to employment. You may be disqualified or terminated from employment unless you fill out this form accurately and completely to the best of your knowledge. For questions regarding this supplement, please contact the Civil Service Department.

When your number is reached on the employment list for this job title, your name will be given to the department with a vacancy. Since our employment lists may be used for up to two years, it is important that you notify the Civil Service Department whenever:

1. You change your address and/or phone number
2. You wish to change your availability for appointment to temporary or permanent assignments or for shift work.
3. You wish to “freeze” your name, i.e., withhold from consideration temporarily, for example: extended illness, etc.) or if there are departments where you know you do not want to work.
4. You are no longer interested in employment and want your name removed from the eligible list.

If you decline an interview or an offer of a permanent position, your name may be removed from the employment list. If your name is removed, you may be offered up to two chances to be reinstated by the Civil Service Manager. If you are mailed an invitation to an interview or an inquiry regarding your availability for employment and you do not answer it, your name will be removed from the employment list.

Federal law requires that employers hire only U.S. citizens or aliens lawfully authorized to work in the U.S. At the time of hire you will be required to provide proof of your legal right to work. There are a variety of documents which may be acceptable as proof. More information can be obtained from the City’s Human Resources Department.

Please remember to keep us informed – 310/618-2915 – it is the only way we can guarantee your consideration for employment. Thank you.